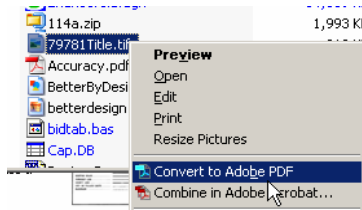


E-PROPOSAL– HOW TO:

Replace Submitted Title sheet with scanned Signed Title Sheet – Full and Half

The title sheet is required to be signed with an original signature and scanned into an image file in both half size (11 x 17) and full size (24 x 36). NOTE: This document can also apply to resize any “not-to-scale” documents.

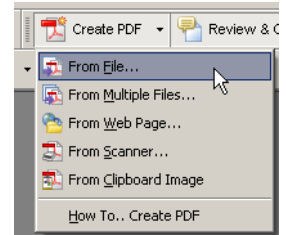
First, print out the title sheet from the PLANHALF.PDF in ProjectWise. Take the printed file to get signed and when finished have it scanned into a TIF file. (Using the half-size copy makes it more manageable to scan but an 24 x 36 will also work as long as you can scan it.)



In My Computer, single right click on the scanned file and select Convert to Adobe PDF

OR in Adobe, click on Create PDF, From File and select the scanned TIF file.

Next follow the steps below for whatever applies:



	Original Scan was 11 x 17 (HALF) and you need a 24 x 36 (FULL)	Original Scan was 24 x 36 (FULL) and you need a 11 x 17 (HALF)
1	Open original scanned 11x17 copy in Adobe Acrobat.	Open original scanned 24 x 36 copy in Adobe Acrobat
2	<p>In Adobe, click on File, Print Setup:</p> <p>Printer Name: Adobe PDF</p> <p>Paper Size: ARCHD</p> <p>Orientation: Landscape</p>	<p>In Adobe, click on File, Print Setup:</p> <p>Printer Name: Adobe PDF</p> <p>Paper Size: 11 x 17</p> <p>Orientation: Landscape</p>
3	<p>In Adobe, click on File, Print – confirm:</p> <p>Printer Name: Adobe PDF</p> <p>Page Scaling: Fit to Paper</p> <p>Print What: Document</p> <p>Preview should show 24 x 36</p> <p>Click on PRINT</p> <p>NOTE: Uncheck the Choose Page Source by PDF Paper Size.</p>	<p>In Adobe, click on File, Print – confirm:</p> <p>Printer Name: Adobe PDF</p> <p>Page Scaling: Fit to Paper</p> <p>Print What: Document</p> <p>Preview should show 11 x 17</p> <p>Click on PRINT</p> <p>NOTE: Uncheck the Choose Page Source by PDF Paper Size.</p>
4	Save File as JobNo-TitleFull.pdf	Save File as JobNo-TitleHalf.pdf
5	To replace, open the PLANFULL.PDF from ProjectWise	To replace, open the PLANHALF.PDF from ProjectWise
6	In Adobe, click on Document Pages, Replace, Select the file JobNo-TitleFull.pdf (saved in step 4), click on OK.	In Adobe, click on Document Pages, Replace, Select the file JobNo-TitleHalf.pdf (saved in step 4), click on OK
7	In the Replace Pages window confirm: Replacing Page 1 to 1 of XXXX in PLANFULL.PDF with Replacement Pages 1 of 1 in the JobNo-TitleFull.pdf	In the Replace Pages window confirm: Replacing Page 1 to 1 of XXXX in PLANHALF.PDF with Replacement Pages 1 of 1 in the JobNo-TitleHALF.pdf
8	Save the file and check back into ProjectWise	Save the File and check back into ProjectWise

REMEMBER TO REPLACE THE TITLE SHEET IN BOTH THE PLANHALF.PDF AND PLANFULL.PDF WITH A SIGNED COPY.